

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements training and safety programs by evaluating the performance of department employees during training, and by maintaining records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. The employee of this class works independently most of the time and exercises functional supervision over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages and participates in the development and operation of the training program for the fire department. Schedules training for all department members as assigned by the Fire Chief. Coordinates the movement of fire companies to and from all training activities. Provides for regular employee training at all levels within the department by scheduling outside classes and guest lecturers, as well as by conducting or assisting with training in the classroom, at the drill field, or at fire stations. Trains employees in areas of fire suppression and prevention including, but not limited to the following: driving fire equipment, basic firefighting, forcible entry, use of protective breathing apparatus, ventilation, hydraulics, nozzles, hose handling, pump operations, first aid, emergency medical services, rescue, safety, salvage and overhaul, fire inspection and investigation or any other related subjects required. Conducts drills and evolutions to train fire personnel. Responds to fires to make notes and take photographs for use in training. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Develops job simulation exercises to rate skills acquired during training. Performs administrative duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative

practices. Provides informal or on-the-job training for new employees. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program.

Participates in the development of a departmental safety program and sees that such program is properly staffed and supplied with training resources. Acts as safety officer for the department. Educates employees by demonstrating safety equipment and practices; observes department personnel to ensure prescribed safety equipment and practices are in use. Identifies and appraises conditions which could produce accidents and financial losses. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Observes emergency scene operations to assure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Devises methods to evaluate the safety program and makes recommendations for improvements. Develops and recommends accident and loss control programs for incorporation into operational policies. Compiles, analyzes and interprets statistical data related to occupational illnesses and accidents. Reviews and evaluates industrial, technical and scientific publications concerned with safety management. Recommends changes in department operations that will help the city obtain favorable insurance ratings.

Assists in conducting interviews of prospective employees and makes recommendations on hiring. Participates in scheduling physical examinations for department personnel; provides for drug and agility testing for newly hired employees. Conducts or participates in all investigations of accidents involving department equipment or personnel. Assists in making the first report of an injury to accounting and workman's compensation. Prepares accident and injury reports for review by administrative personnel. Follows up on injury reports and assists employees with group health or workman's compensation insurance problems. Writes narrative reports concerning the operation of the division. Completes and files all forms, records, and reports as required. Purchases and maintains inventory of supplies and equipment for the division, keeping such purchases within the established budget. Disburses supplies and equipment to department personnel as needed. Participates in public education programs of other fire department divisions. Answers questions from the public about the operation of the fire department or any related areas of emergency services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must have at least six (6) years of experience in fire suppression with a full-time, paid fire department.

Prior to the closing date for application to the board, must have obtained IFSAC or Pro Board certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations, according to National Fire Protection Association (NFPA) standards.